Grants Coordinator

Purpose of the Role

The Grants Coordinator plays a vital role in supporting the club's growth by identifying and securing funding opportunities. This position is responsible for managing all aspects of grant applications—from sourcing and writing to submission and acquittal—ensuring the club can access funding for projects, programs, equipment, and infrastructure.

Key Objectives

- Identify new and relevant grant opportunities that align with the club's goals and priorities.
- Support the club's external Grant Submission company by submitting high-quality, timely grant applications with.
- Monitor active grants and complete acquittals in compliance with funding guidelines.
- Maintain records of grants and submissions.

Core Responsibilities

Grant Planning & Strategy

- Develop and maintain a 'Grants Wishlist' aligned to the club's strategic needs and priorities.
- Research local, state, federal and private sector funding programs applicable to community sport.
- Build relationships with local government contacts, councils, and sporting bodies.

Grant Writing & Submissions

- Collaborate with club leadership, coaches, and coordinators to gather input for grant proposals.
- Prepare all necessary documentation, including budget estimates, program details, and support letters.
- Working with the club's external grant writer, submit grant applications ahead of deadlines, ensuring all eligibility criteria are met.

Grant Monitoring & Reporting

- Track the status of active grants and ensure all deliverables and obligations are met.
- Keep a detailed log of applications, results, feedback, and reporting timelines.

Communication & Documentation

- Provide regular updates to the Club Committee regarding upcoming opportunities, submitted grants, and outcomes.
- Maintain a clear, accessible record of grant-related documents and correspondence for transparency.

Relationships

- Works closely with:
    - Committee members (for project priorities)
    - Local council officers and community grant providers

Ideal Skills & Attributes

- Strong writing and communication skills
- High attention to detail and ability to follow grant guidelines
- Strong organisational and time management skills
- Comfortable working independently and with multiple stakeholders
- Professional, proactive and goal-oriented
- Basic financial literacy skills

How to Apply

Interested in stepping into this rewarding leadership role?

Email kawanaparkeaglesafl@gmail.com your nomination by 8 October 2025

We encourage applications from people of all backgrounds, particularly those passionate about community sport and inclusive leadership.